

Middletown, CT Job Description

| | |
|-----------------------------|-----------------------------|
| Classification Title | Assistant Building Official |
| Job Code | |
| Department | Public Works |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

PURPOSE OF POSITION

The purpose of this position is to review and analyze building plans including design, materials, construction methods, ~~health~~ and safety measures ~~and to ensure~~ compliance with building codes and ordinances. ~~The work is performed under the direction of the Chief Building Official.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Reviews, analyzes and evaluates building plans; reviews, designs, and materials, construction methods to ensure, electrical systems, health and safety measure and ensures~~ compliance with applicable codes, ordinances and requirements.
- Performs inspections on new and existing structures that have been issued a building permit.
- ~~Provides technical consultation and assistance to contractors, City departments, developers and the public regarding codes and regulations; assists in planning for and meeting codes.~~ Interacts with property owners, contractors, architects and other municipal personnel. Answers questions and addresses complex issues related to the permit and inspection process.
- ~~Conducts field inspections of new construction and improvements to ensure compliance.~~ Responds to emergency situations to determine structural integrity and public safety.
- ~~Acts as Chief Building Official in his absence. Assists the Chief Building Official in regulating licenses.~~
- ~~Enforces present State Building Code and Statutes.~~
- ~~Organizes and maintains files.~~
- ~~Condemns unsafe structures.~~
- Perform other related duties as assigned.

Middletown, CT Job Description

| | |
|-----------------------------|-----------------------------|
| Classification Title | Assistant Building Official |
| Job Code | |
| Department | Public Works |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training and seven years of building plan review and inspection experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Other

Position requires Assistant Building Official certification, State Department of Consumer Protection E-1 license and a valid Connecticut driver's license.

PREFERRED QUALIFICATIONS

Varied

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Ability to read and interpret blueprints, drawings and construction documents~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person. Knowledge of state and national building codes~~
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as plans, codes, drawings, diagrams, reports, ordinances, regulations, procedures, guidelines and non-routine correspondence. Knowledge of permit process and requirements~~
- ~~Requires the ability to communicate orally and in writing with the Chief Building Official and all department personnel, other City departments, contractors, state agencies and inspectors, and the public. Ability to assess structural integrity and electrical or plumbing damage~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical~~

Middletown, CT Job Description

| | |
|-----------------------------|-----------------------------|
| Classification Title | Assistant Building Official |
| Job Code | |
| Department | Public Works |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

~~operations with fractions and algebra.~~ Ability to discern potential risk to human life or further property damage

- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems

Middletown, CT Job Description

| | |
|-----------------------------|-----------------------------|
| Classification Title | Assistant Building Official |
| Job Code | |
| Department | Public Works |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, testers, radios, a vehicle, hand and power tools, and/or related materials used in performing essential functions.~~

- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as inspection functions.~~
- ~~Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~ Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Middletown, CT Job Description

| | |
|-----------------------------|-----------------------------|
| Classification Title | Assistant Building Official |
| Job Code | |
| Department | Public Works |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

- ~~• Ability to work under conditions that require exposure to environmental factors such as temperature extremes, machinery, traffic hazards or job site conditions. This exposure may cause some discomfort and presents a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

| | |
|----------------------|----------|
| Date created: | 02/24/15 |
| Dates revised | |